



LONG BEACH TRANSFER - FAMILY

1. The present lessee(s) must send a notarized letter requesting to make the change to the Board of Selectmen stating the full name and address of family member(s).
2. The cottage owner must make an appointment with the Building Inspector for an inspection of the cottage prior to the transfer of ownership.
3. If there has been a death or divorce in the family and a name is to be removed, the proper documents must be submitted with a notarized letter.
4. If a family member(s) name is to be deleted, the person whose name is to be deleted must submit a notarized letter.
5. A check for \$25.00, payable to the Town of Rockport, must be enclosed to cover the cost of the transfer.
6. The new lease will then be typed and sent to the lessee(s) for signature(s). Return both leases to the Selectmen's office for execution by the Board. An original lease will be returned to you for your files.
7. The new lease will be issued for the remaining term of the ten-year lease. All leases expire on December 31, 2023.

If you have any further questions, please do not hesitate to call our office at 978-546-6786.